

## MSC Exec's March 2<sup>nd</sup>, 2017 Online Meeting Minutes

Sinda Puryer called the meeting to order at 1:02 pm.

### **Roll Call:**

**Present:** Jack Albrecht, Diane Anderson, Wendy Campbell, Roberta Gebhardt, Sinda Puryer, Kathy Robins, Mark Wetherington, Debra Westrom

**Not Present:** Kelly Reisig

**MSL Reps Present:** Jessie Goodwin, Tracy Cook, Jemma Hazen, Amy Marchwick, Cara Orban

**Guests:** Becky Krantz, Sue Sillick

### **Approval of Minutes:**

January 4, 2017 Regular Executive Board meeting - Diane Anderson moved that the Board accept the January 4, 2017 meeting minutes as read. Seconded by Deb Westrom. Approved.

January 17, 2017 Special meeting about NAC representation – Sinda Puryer posted spelling corrections. Diane Anderson moved that the board accept the meeting minutes as amended. Kathy Robins seconded. Approved.

### **Work Plan Update and Progress Report**

Wendy Campbell reported that the work plan is ready and posted online by Jessie Goodwin. Going forward, changes will be recorded through the Google form and a new pdf will be uploaded quarterly or as needed. Members can see the Work Plan here:

[http://libraries.msl.mt.gov/statewide\\_projects/montana\\_shared\\_catalog/committees.aspx](http://libraries.msl.mt.gov/statewide_projects/montana_shared_catalog/committees.aspx)

Click on "View the MSC Executive Board Work plan here."

The work plan input form is available here: <https://drive.google.com/open?id=1rZnImPBXaZrUQ-m7ZKVhv96HejpTdIEE9IEUmKhFZVw>. All member libraries can use the input form to add new information about projects they are working on. Libraries may need to request access by clicking the "Request Edit Access" button on the form. Using Google docs will make the process comfortable for most people.

The Executive Board's goal is to have a survey of the membership every odd-numbered year to help inform the work plan. The next survey will take place at the 2017 fall meeting. The Board will determine a topic at the summer retreat. Wendy Campbell, Diane Anderson and Kathy Robins will create a baseline for discussion at the retreat.

Suggestion: Change the "Date" column in the work plan timeline to "Event"

### **Content Management Committee Update**

Jemma Hazen reported that there will be an in-person meeting on March 8. Agenda items include: Changes to the Standard Cataloging Procedures (SCP) - Empty seat now as Katy Callon has moved off - Jodi Moore will be the outgoing chair - Stephan Licitra will be the new chair - A new vice chair will be elected. Executive Board members are welcome to attend.

### **Cooperative Cataloging Agreement**

Kathy Robins reported that a change to the contract to encourage better adherence to SCP guidelines might be more involved and cumbersome than what we need. Prior to the meeting, Roberta Gebhardt,

Diane Anderson, Jessie Goodwin and Kathy Robins discussed options. Roberta Gebhardt suggested putting stronger language in the Standard Cataloging Procedures document. An ongoing effort by the MSC Executive Board to encourage adherence to the SCP would help remind member libraries of the importance of good catalog records.

The Board recommends changing the introduction in the SCP.

1. Take out the highlighted sentence:

The Montana Shared Catalog (MSC) serves a diverse group of libraries, including special, academic, school, and public libraries. The purpose of these procedures is to create consistency within the bibliographic records in the catalog. **Since all MSC libraries share these records, consistency helps everyone and makes things easier to find.**

2. Replace that sentence with:

Member libraries and their patrons rely on the integrity of the catalog. Consistency is vital. It is the responsibility of each MSC member library to be consistent in following these procedures.

When communicating with member libraries, Executive Board members will send the introductory paragraph and the following reminders at the top of each email.

1. Participate in cataloging curriculum provided by the MSC
2. Search multiple ways in WorkFlows before importing new catalog records – Title, Author, Subject, ISBN
3. Ensure that records meet the minimum standards of the SCP.
4. Before cataloging, read the standards available here: [http://libraries.msl.mt.gov/statewide\\_projects/montana\\_shared\\_catalog/cataloging.aspx](http://libraries.msl.mt.gov/statewide_projects/montana_shared_catalog/cataloging.aspx) and click on the current SCP pdf file.

The SCP change will be added to the CMC agenda for the March 8 meeting.

### **Presentation of FY18 Budget scenarios**

Jessie reported that she received an official quote from SirsiDynix for SAAS (Software As A Service). SAAS means using hosted services from SirsiDynix instead of maintaining a server and backup at the MSL. Maintaining our own server requires MSC to ensure a skilled expert is always available. Mike Price does that work right now. Costs for migration to SAAS services were about \$4,000 lower than expected. The quote included the discontinuation of the eLibrary datastream service, saving \$3,600. We cannot cancel MobileCirc because it is in the Master contract, which is in place until 2022 and will be renegotiated then. We had anticipated that we would have migration funding from MSL. However, the LSTA award is lower than expected and funding from MSL is not guaranteed. Personnel costs in the new fiscal year are unknown until the legislative session is complete.

Jessie prepared four budgets:

1. SAAS budget with 2 in-person MSC Membership meetings per year – This shows an 8% average increase
2. SAAS with 1 in-person membership meeting per year – This shows a 7% average increase
3. Server budget (maintaining and replacing hardware) with 2 in-person meetings per year – 9% average increase
4. Server budget with 1 in-person meeting per year – 8% average increase

All budget scenarios include the following breaks:

Libraries with fewer than 10,000 titles - 5,000 title cost break

Libraries with fewer than 8,000 titles and fewer than 1,000 patrons – \$200 price break

Libraries with fewer than 3,000 patrons – No charge for patrons

Discussion –

Server/SAAS: SAAS will be less trouble for MSC staff and there are no server replacement costs. Mike Price recommends SAAS and will be able to help with the migration. The migration cost of \$12,000 goes away after the first year. The normal 2.9% contractual increase every year after the first. Looking at year-to-year scenarios, SAAS is less costly in the short term as well as over the near future.

Meetings: One in-person meeting per year and one on-line meeting could be less costly, but with a loss of networking. Online meetings for the full membership are not possible with the current GoToMeeting license unless we have shared seats available at 20 different locations throughout the state. People from different libraries would gather at locations closer to home. Networking is still possible and costs may be lower for member libraries. Member libraries will receive more details in advance of the spring meeting so they can think about the changes and be ready for discussion and voting. Jemma found support in Roberts Rules that meeting electronically is equivalent to meeting by assembly. Therefore, a bylaws change is not required.

Kathy Robins moved that we consider the SAAS/Server recommendation separately from the number of annual meetings recommendation. Sinda Puryer seconded. Approved.

Diane Anderson moved to have the board recommend to the full membership that we accept the SAAS scenario. Voting by the full membership will be at the spring meeting. Kathy Robins seconded. Approved.

Diane Anderson moved to have the board recommend to the full membership to meet once per year by assembly and once per year electronically. The electronic meeting would be in the fall. Kathy Robins seconded. Approved.

Diane Anderson will present information about moving to SaaS at the spring members meeting. Roberta Gebhardt will present information about moving to 1 in person meeting and 1 online meeting each year.

### **Enterprise Administrator Agreement**

Jessie presented the draft document for Enterprise Admin Console Access Agreement. The Board suggested no changes. Discussion ensued that making changes to Enterprise is serious and those who embark on this should be aware of the ramifications. The agreement stresses that responsibility. Diane Anderson moved to recommend that the full membership vote on the Enterprise Admin Console Access Agreement. Roberta Gebhardt seconded. Approved.

### **New library application update**

Mark Wetherington and Roberta Gebhardt served as screeners for the new library applications. The MSC recommends to the State Library Commission that three libraries join:

1. Big Sandy schools
2. Yellowstone Christian College library
3. Livingston Elementary schools – May be reconsidering because of the reduction in LSTA funds. New libraries may have to fund all startup costs.

### **Birds of the Feather Dinner Discussion**

Mark Wetherington reported that some members want a focused discussion about MSC and libraries, while other want a less formal social meet-up. Expectations are not the same for all dinners and the focus is different based on who is attending. Networking, whether informal or formal, is critically important. MSC staff are happy to help with topics if the purpose is to be more formal. Recommend that members discuss at the spring meeting.

### **Spring Members meeting info and reminders**

The deadline to post meeting materials is April 11. Important dates and events:

#### **Wednesday May 3:**

- Meeting
- Birds dinners

#### **Thursday, May 4:**

- Training in the Grizzly Room – including Blue Cloud Analytics
- Sharing groups - Auditorium at Historical Society

### **Executive Board Openings**

- 1) Academic Libraries = Sinda Puryer
- 2) HS/District School Libraries = Diane Anderson
- 3) Western-at-Large = Jack Albrecht
- 4) Large Public Library = Kathy Robins

Executive Board Re-Election/Openings for

- 1) Small Public Libraries = Wendy Campbell is “re-upping”

Three people have submitted bios for available openings. If we still have openings by March 24, let Jessie know.

### **Set April and May meeting dates and times**

Executive Board will meet on April 5 at 1 pm to prepare for April 11 deadline for spring meeting materials.

Executive Board will meet online prior to the spring Membership Meeting: Tuesday, May 2 from 9-11

### **Public Comments**

FVCC has a new head librarian who will start on May 1.

### **Adjournment**

Kathy Robins moved that we adjourn. Deb Westrom seconded. Meeting adjourned at 3:08 pm

Submitted by,  
Kathy Robins